

Office Instruction No. 5

23 November 1973

MEMORANDUM FOR



SUBJECT : Intelligence Community Staff External Correspondence

All ICS correspondence to external addresses is to be prepared for General Graham's signature as D/DCI/IC. Routing will continue to be through the Principal Deputy for Program Development and Operations.



PD/DCI/IC

cc: Executive Secretary, USIB/IRAC

DCI/IC/HM: is

Distribution:

1 - Each Addressee

1 - IC Registry

① - JMC subject

1 - HM chrono

1 - D/DCI/IC

1 - DD/DCI/IC

Office Instruction No. 4

12 November 1973

MEMORANDUM FOR:

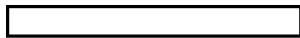


SUBJECT : IC Staff Travel

1. In an effort to provide for D/DCI/IC a comprehensive overview of IC Staff travel, all requests will be approved centrally by me. It is recognized that deviations from the Agency policy addressing first-class travel, and reimbursement on an actual subsistence basis, will require special handling.

2. The Standard Form 540a provides requesting officials a facilitating tool for this purpose. These forms are available upon request.

/s/


Principal Deputy for Program Development
and Operations, IC Staff

cc: AO/DCI

DCI/IC/JMC:ibm

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- 1 - JMC chrono